

Position Description: Security Guard-OBO (Fixed-Term: 4 Years)

❖ **Basic Function of the Position:**

Perform Guard services to safeguard New Embassy Compound/U.S Government property, personnel and observe area to protect property from fire damage or theft.

❖ **Major Duties and responsibilities:**

- ✓ Prevent entry of unauthorized persons to New Embassy Compound and U.S Government buildings.
- ✓ Check persons and Vehicles desiring entry to New Embassy Compound/US Properties.
- ✓ Protect New Embassy Compound/ US Government Property from fire, damage and theft.
- ✓ Maintain orderly waiting line of Applicants for visa or consular service.
- ✓ Provide suitable information to SD members re suspicious persons and vehicles movements.